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PERSONNEL  
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submit to Headquarters at least sixty days prior to the marriage a Personal History Statement with Sections 1-A, 3-B, 4, 8, 9, 11 and 26 completed by the employee as though the marriage had been contracted, except that date and place of marriage in Section 3-B should be indicated as anticipated date and place of marriage.

4. Notifying Headquarters of Marriage

When a marriage is contracted after compliance with the above requirements, Headquarters should be advised of the fact. Female employees should further advise of change of name.

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